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OFFICE OF FINANCE STAFF MEETING MINUTES

21 July 1982

A. Notes Based on DDA Staff Meetings:

1. The recent running of the Senior Officers Development Course went very well.

2. Reported Agency attrition climbing up to 5%.

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3. [ ] announced the Agency is establishing United Airlines Reservations System with a terminal in CPB. Will be able to be used [ ]

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B. Item from Mr. Sherman:

Mr. Sherman mentioned he will in October be writing the Annual Report on the Activities of the Office of Finance to the DDA and the inputs on workload, accomplishments and problems from the Divisions and Staffs should be sent to the AD/PP by the end of September.

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C. Around-the-table:

Functional Requirements Document. Any inputs to this Document are required by Friday, 23 July.

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3. [ ] reported the Agency Contract Review Board will meet next week to discuss the second segment of the NPIC Developmental Program.

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Resignation

30 Jul  
23 Jul

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processing incoming T/A's. Reported after meeting with members of AD and ODP on year-end requirements will be drafting four annual Notices re year-end cut-off. Also reported Chapter 6, HHB  to be published in August 1982.

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